

## COMPARISON TABLE OF COMMONLY USED FILE ARRANGEMENTS

FILING ARRANGEMENT	ORDER	TYPICAL FILES	ADVANTAGES	DISADVANTAGES
<b>ALPHABETICAL</b>	Arranges files in order of alphabet.	Correspondence, Names, Organizations.	Index is not needed; easy to implement; most users are familiar with system.	Long titles can be cumbersome to label and name; strict filing rules must be adhered to; misfiles are hard to locate.
<b>ALPHA-NUMERIC</b>	Combines letters and numbers to form file arrangement.	Case Files, Department or Organization-wide Files.	Adds flexibility to filing system; adds security to filing process.	Indexing and coding files can be time-consuming.
<b>CHRONOLOGICAL</b>	Arrangement which places documents in date sequence.	Suspense or Ticker Files, Correspondence.	Does not require an index; easy to file.	Limited applications.
<b>GEOGRAPHICAL</b>	Arranges files alphabetically by geographical location.	Mailing Lists, Maps, Sales, Service Records.	Easy to file alphabetically; geographical locations rarely change.	Long titles can be difficult to place on folder; filing can be tedious depending on number location and file breakdowns.
<b>MIDDLE DIGIT</b>	Numeric arrangement in which the middle two or three digits are the primary digits under which the record is filed.	Patient Records, Inmate Files, Loan Files.	Filing errors are fewer because you are referring to a few digits rather than titles to file records; sorting and handling is more efficient.	Users must be trained to use system; does not work well with numbers which exceed 6 digits.
<b>NUMERIC</b>	Arranges files by a sequence of numbers.	Requisitions, Invoices, Checks, Vouchers, Purchase Orders.	Easier to comprehend than letters; expansion is unlimited; misfiles are easily detected using color-coded files.	An index is required; reference is dependent on the accuracy of index; numbers may be transposed when creating file folders.
<b>SERIAL ORDER</b>	Arranges files in consecutive order such as 1,2,3.	Purchase Orders, Tickets, Checks.	Expansion is easy and unlimited; numbers are easier to file than letters.	Generally best suited for large volumes of 1,000-10,000 records.
<b>SUBJECT</b>	Arranges filing alphabetically by topic or subjects.	Subject Correspondence, Studies, Reports.	Easy to comprehend; use of an index can speed search.	Use of cross-reference can slow retrieval; an index must be created; wordy titles can be difficult to file.